



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

October 20, 2008

TO: Local and Intermediate School Superintendents, Public School Academy  
Directors, and Nonpublic School Administrators

FROM: Carol Wolenberg, Deputy Superintendent *aw*

SUBJECT: Delivery of Commodities for School Year 2009-2010

At this time, school districts need to decide how to manage the United States Department of Agriculture (USDA) donated food commodities that will be ordered for the school year 2009-2010.

In order to receive commodities for the 2009-2010 school year, all schools will be required to submit a response to the "Request for Commodity Delivery" application in the Michigan Electronic Grants System (MEGS). Schools will have to choose one of the following options for the delivery of commodities: (1) join a consortium for commodity diversion, or (2) choose not to participate in the delivery of USDA donated commodities.

Schools that choose to join a consortium will receive USDA brown box commodities (non-processed), Department of Defense (DOD) fresh fruits and vegetables, and processed commodities procured by the consortium through processing contracts.

Schools that choose not to participate in the delivery of commodities will forfeit their commodity entitlement and will not be eligible to receive commodities in school year 2009-2010.

The application in MEGS will be available from November 1 to November 30, 2008. You are required to respond by November 30, 2008, for 2009-2010. The decision you make will be irrevocable for the 2009-2010 school year.

Instructions to submit your response to the "Request for Commodity Delivery" application in MEGS is attached with this letter.

Questions regarding the contents of this letter may be directed to Jayme Priest by e-mail to [priestj@michigan.gov](mailto:priestj@michigan.gov) or phone 517-335-3792.

Attachment

cc: Jon Tomlanovich, MAISA  
Tom White, MSBO

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## REQUEST FOR COMMODITY DELIVERY Authorized Officials Instructions

**General.** Application for the Delivery of Commodities and MEGS.

As the district's authorized official (Level 5) for MEGS, you will need to choose one of the following two options for the delivery of commodities:

- 1) join a consortium for commodity diversion, or
- 2) do not participate in the delivery of USDA donated commodities.

### Instructions to Submit an Application in MEGS:

1. Level 5, Authorized Officials will log-in to MEGS.

**MICHIGAN Education**  
Main Menu Help

Welcome to MEGS, Ms. Laurie Mayes of Hartland Consolidated Schools, [lauriemayes@hartlandschools.us](mailto:lauriemayes@hartlandschools.us), To update your email address click [here](#).

Initiate an Action	Additional Functions	Maintain MEGS Accounts
Make a selection in the drop down menu and then click <b>Initiate</b> .	<ul style="list-style-type: none"><li>• <a href="#">Enter/Update Your GRIF</a></li><li>• <a href="#">Review Grant Applications</a></li><li>• <a href="#">Certification Menu</a></li><li>• <a href="#">Reports Due</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Add Users to MEGS</a></li><li>• <a href="#">Contact Information</a></li><li>• <a href="#">Application Security Level(s)</a></li><li>• <a href="#">Edit Your Agency Information</a></li><li>• <a href="#">Edit Your Contact Information</a></li></ul>

To view an application, click the **View / Edit** button. If you have additional questions about using MEGS, please click on the *Help* tab at the top of the page.

[Click here to view all years applications](#)

Click the following links to navigate between grant sections in this page:  
[CNRA \(MSRP State Aid Pre-App\)](#) | [Commodity Food Consortium](#) | [Consolidated Application](#) | [CTE Perkins](#) | [Educational Technology - Competitive](#) | [Educational Technology Plan](#) | [Fresh Fruit and Vegetable Program](#) | [GSRP Formula](#) | [IFER: Flowthrough](#) | [LEA Planning Cycle](#) | [October Free Eligible Counts](#) | [Request for Commodity Delivery](#) | [Safe & Drug-Free Schools](#) | [Sec. 31a Program Report](#) | [Service Provider Self-Review](#) | [Tech Prep](#) | [Title I Comparability](#) | [Title I School Selection](#)

2. Authorized Official will initiate an application from the Main Menu under Initiate an Action. Select "Request for Commodity Delivery" from the drop down menu and click "Initiate."

**MICHIGAN Education**

Main Menu Help Logout  
Application Menu Errors Report Menu View Comments

**SUBMIT APPLICATION**

**This "Request for Commodity Delivery" application contains the following grant(s):**

Grant	Apply Now/Later
Request For Commodity Delivery	Apply Now

- The current status is **Application In Progress**
- This application is due on **Sunday, November 30, 2008**
- [Assurances and Certifications](#)

**Please click on the links below to begin/continue completing your application.**

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

**GENERAL INFORMATION**

- [Request for Commodity Delivery](#)

**SUBMIT APPLICATION**

3. Application screen will appear. Under GENERAL INFORMATION heading, select "Request for Commodity Delivery."

**MICHIGAN Education**

Main Menu Help Logout  
Application Menu Errors Report Menu View Comments

**CHECK SPELLING SAVE DELETE**

**VIEW PDF**

**HARTLAND CONSOLIDATED SCHOOLS (47060)**

**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering commodities:

Name:

Telephone:

Email:

Choose one (1) of the following options for commodity delivery for School Year 2009/2010:

☐ GLC - Great Lakes Consortium (All counties will be served except Gogebic, Ontonagan, and Keweenaw)  
For questions contact:  
Paul Baumgartner, Food Service Director, (616) 819-2135  
Distributor: Gordon Food Service

☐ SPARC - School Purchasing and Resource Consortium  
For questions contact:  
Katie Petersen, Administrator, (231) 845-5758  
Distributor: SYSCO Food Service

☐ MOR - Macomb, Oakland, and Wayne RESA (restricted to Wayne, Oakland, Macomb, Monroe, Livingston, St. Clair, and Washtenaw counties)  
For questions contact:  
Chuck Wolford, Consultant (734) 334-1511  
Distributor: Van Eerden Food Service

OR if your school does not wish to receive commodities:

☐ Do not want to participate in USDA donated commodity delivery for School Year 2009/2010

**CHECK SPELLING SAVE DELETE**

**VIEW PDF**

4. Request for Commodity Delivery Screen will appear. Information regarding your Food Service Director will be preloaded with information taken from your CNAP Application for SY 2008/2009. If the information is incorrect or blank, please complete name, e-mail, and telephone number.

**MICHIGAN**  
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Main Menu Help Logout  
Application Menu Errors Report Menu View Comments

CHECK SPELLING SAVE DELETE  
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**HARTLAND CONSOLIDATED SCHOOLS (47060)**  
**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering commodities:

Name: Terri Sincock  
Telephone: (810) 626-2867  
Email: TerriSincock@hartlandschoo

Choose one (1) of the following options for commodity delivery for School Year 2009/2010:

☐ GLC - Great Lakes Consortium (All counties will be served except Gogebic, Ontonagan, and Keweenaw)  
For questions contact:  
Paul Baumgartner, Food Service Director, (616) 819-2135  
Distributor: Gordon Food Service

☐ SPARC - School Purchasing and Resource Consortium  
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Katie Petersen, Administrator, (231) 845-5758  
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For questions contact:  
Chuck Wolford, Consultant (734) 334-1511  
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OR if your school does not wish to receive commodities:

☐ Do not want to participate in USDA donated commodity delivery for School Year 2009/2010

CHECK SPELLING SAVE DELETE  
VIEW PDF

5. Select one of the two options provided. Click "Save."

6. Return to the Application Menu by clicking "Application Menu" in upper left corner of screen.

MICHIGAN  
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Education

Main Menu Help Application Menu Errors Report Menu Logout View Comments

CHECK SPELLING SAVE DELETE VIEW PDF

**HARTLAND CONSOLIDATED SCHOOLS (47060)**  
**REQUEST FOR COMMODITY DELIVERY**

Identify the Food Service Director or contact person ordering commodities:

Name: Terri Sincok  
Telephone: (810) 626-2867  
Email: TerriSincok@hartlandscho

Choose one (1) of the following options for commodity delivery for School Year 2009/2010:

☐ GLC - Great Lakes Consortium (All counties will be served except Gogebic, Ontonagan, and Keweenaw)  
For questions contact:  
Paul Baumgartner, Food Service Director, (616) 819-2135  
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OR if your school does not wish to receive commodities:

☐ Do not want to participate in USDA donated commodity delivery for School Year 2009/2010

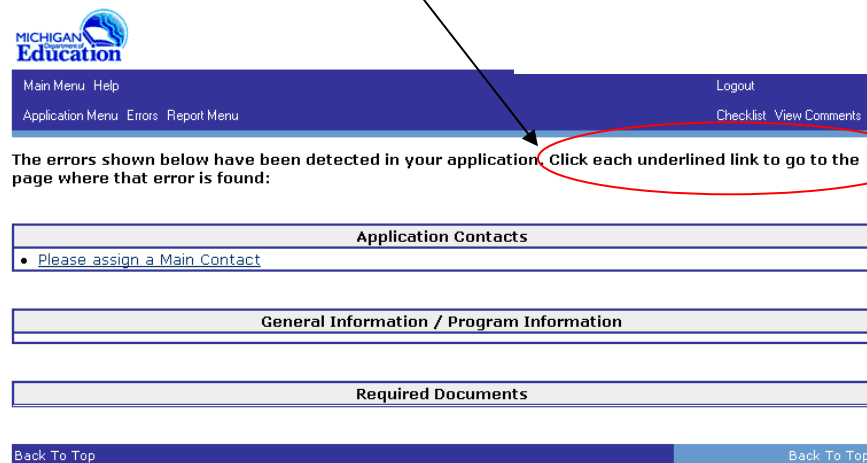
CHECK SPELLING SAVE DELETE VIEW PDF

7. Click "Submit Application." If application is free of errors, it will be submitted.

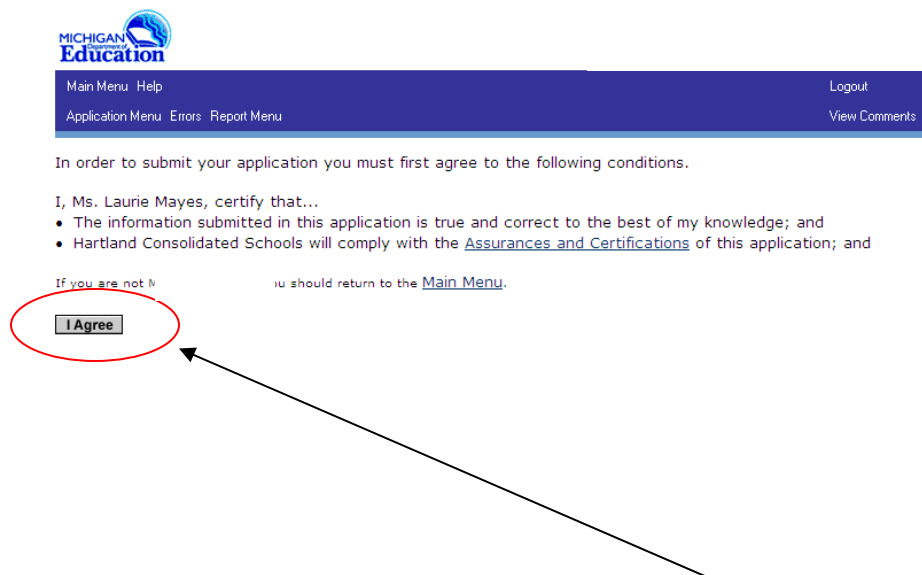


The screenshot shows the Michigan Department of Education application interface. At the top, there is a navigation bar with links: Main Menu, Help, Application Menu, Errors, Report Menu, Logout, and View Comments. A red circle highlights the "SUBMIT APPLICATION" button. Below this, a green box contains the text: "This 'Request for Commodity Delivery' application contains the following grant(s):". A table lists the grant details: Grant (Request For Commodity Delivery), Apply Now/Later (Apply Now), and a status of "Application In Progress". It also states the application is due on Sunday, November 30, 2008, and lists "Assurances and Certifications". Below the table, a message says: "Please click on the links below to begin/continue completing your application." A section titled "MANAGEMENT ACTIVITIES" contains links: "Control Access to this Application", "View a PDF of this application", and "View a blank PDF". A section titled "GENERAL INFORMATION" contains a link: "Request for Commodity Delivery". At the bottom, there is another "SUBMIT APPLICATION" button.

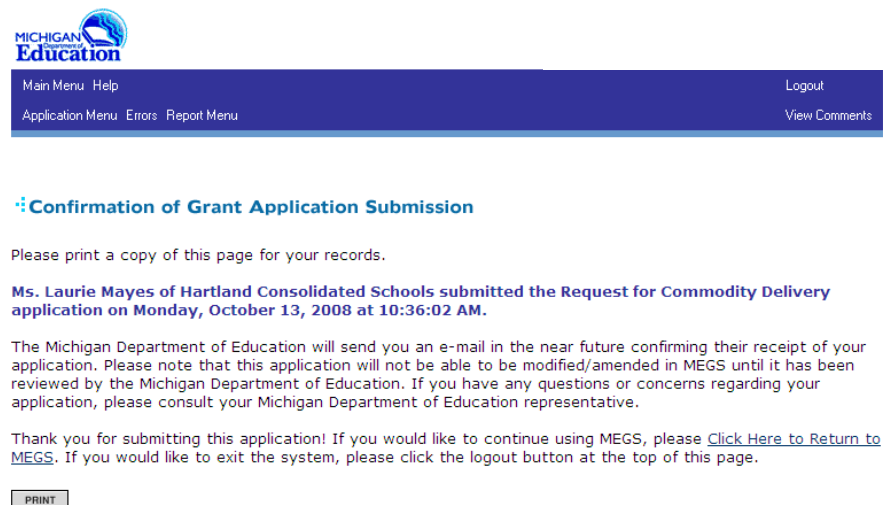
8. If not, an error page will appear directing you click each underlined link to go to the page where error is found. Save corrections and resubmit the application.



The screenshot shows the Michigan Department of Education application interface with an error message. The navigation bar is the same as in the previous screenshot. A red circle highlights the text: "Click each underlined link to go to the page where that error is found:". Below this, there are three sections: "Application Contacts" with a link "Please assign a Main Contact", "General Information / Program Information", and "Required Documents". At the bottom, there are two "Back To Top" links.



8. You will be directed to a certification page where you will need to print off the "Assurances and Certifications" and click "I Agree" to submit the application.



9. A "Confirmation of Grant Application Submission" screen will appear. You will be directed to print this page for your records.